**Community Needs Assessment**

**Collaborative Letter of Support**

(Partner Agency Name) agrees to support the (Agency Name) in the (Year) Community Needs Assessment. This partnership is valuable because \_\_\_\_\_\_\_\_\_\_\_.

(Partner Agency)’s role within the CNA will include:

Collaboration will begin on (date) and end at the completion of the CNA (or date; or will be ongoing).

Further, to support this (Year) Community Needs Assessment, (Partner Agency) has agreed to contribute $\_\_\_\_\_ and/or \_\_\_\_ in kind.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

*Partner Agency - Signature Date CSBG Agency- Signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Partner Agency - Printed Name CSBG Agency- Printed Name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Partner Agency - Title CSBG Agency- Title*

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*Email / Phone Number Email / Phone Number*

**Possible Collaboration Activities:**

* Attend CNA planning meetings.
* Recruit volunteers/ focus group members/ key informants/ stakeholders.
* Coordinate focus groups/ interviews.
* Attend focus groups /listening sessions.
* Participate in Interviews.
* Conduct Interviews.
* Collect quantitative data.
* Provide secondary data.
* Distribute surveys.
* Conduct an agency capacity assessment.
* Host community awareness events.
* Analyze data prior to publication.
* Participate in needs prioritization meetings.
* Host a community listening session.
* Publish CNA findings to the community.